

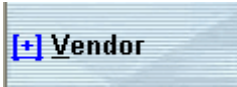
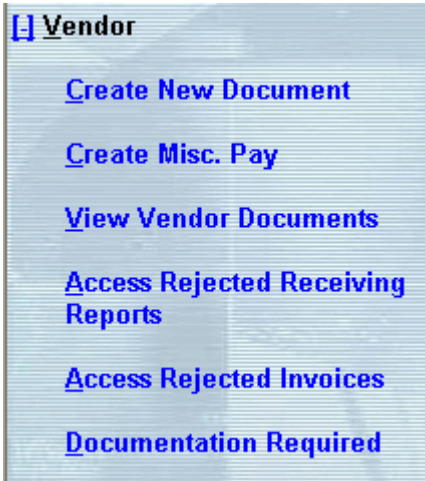
# Creating a Receiving Report from an Invoice Template

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**Introduction** A Vendor can create a receiving report from a stand-alone invoice.

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**Procedure** Follow the steps to can create a receiving report from a stand-alone invoice

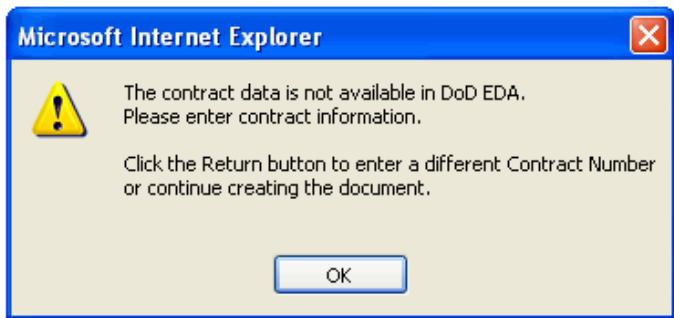
Step	Action
1	Logon to Wide Area Workflow.
2	<p>Click on the [+] symbol next to <b>Vendor</b> section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click <b>Create New Document</b>.</p>  <p>Result: Create New Document screen opens.</p>

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# Creating a Receiving Report from an Invoice Template, Continued

## Procedure (continued)

Step	Action						
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field.</p> <div><h3>Create New Document</h3><p>* = Required Fields</p><table><tr><td><b>Contract Number *</b></td><td><b>Delivery Order</b></td><td><b>CAGE Code/Ext. *</b></td></tr><tr><td><input type="text" value="F0260101D0002"/></td><td><input type="text" value="5001"/></td><td><input type="text" value="0W282"/> ▼</td></tr></table><p><input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p></div> <p><i>Note: Although the Delivery Order field is optional in WAWF, if your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>	<input type="text" value="F0260101D0002"/>	<input type="text" value="5001"/>	<input type="text" value="0W282"/> ▼
<b>Contract Number *</b>	<b>Delivery Order</b>	<b>CAGE Code/Ext. *</b>					
<input type="text" value="F0260101D0002"/>	<input type="text" value="5001"/>	<input type="text" value="0W282"/> ▼					
5	Click <b>Continue</b> .						
6	<ul style="list-style-type: none"><li>• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear.</li><li>• If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document.</li></ul> <div><p>The contract data is not available in DoD EDA. Please enter contract information.</p><p>Click the Return button to enter a different Contract Number or continue creating the document.</p><p>OK</p></div> <p>Click <b>OK</b>.</p>						

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# Creating a Receiving Report from an Invoice Template, Continued

## Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract if not pre-populated from EDA.</p> <div><div>Create New Document</div><p>* = Required Fields</p><table><tr><th>Contract Number</th><th>Delivery Order</th><th>CAGE Code / Ext.</th><th>Pay DoDAAC *</th></tr><tr><td>F0260101D0002</td><td>5001</td><td>0W282</td><td><input type="text" value="M67443"/></td></tr></table><div><div>Continue</div><div>Return</div><div>Reset</div><div>Page Help</div></div></div>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	F0260101D0002	5001	0W282	<input type="text" value="M67443"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
F0260101D0002	5001	0W282	<input type="text" value="M67443"/>						
8	<p>Click <b>Continue</b>.</p> <p>Result: Create New Document screen opens.</p>								
9	Select <b>Receiving Report</b> .								

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# Creating a Receiving Report from an Invoice Template, Continued

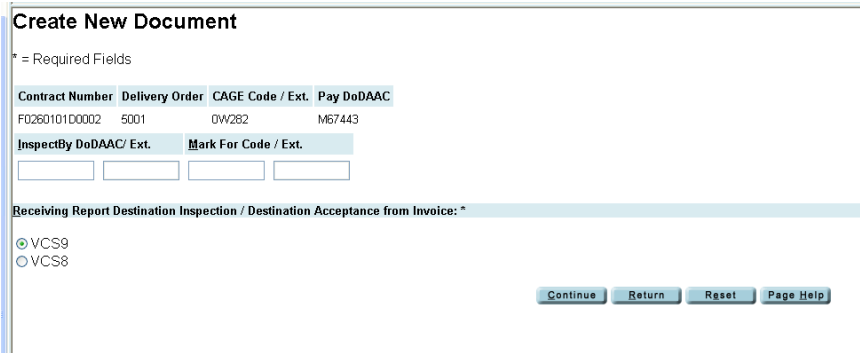
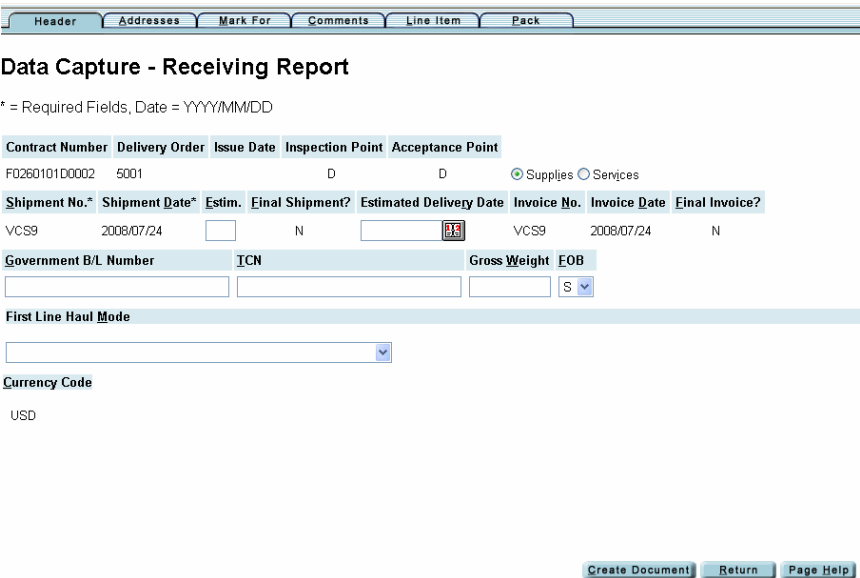
## Procedure (continued)

Step	Action								
10	<p>Verify your “Inspection” and “Acceptance” points are according to your contract. Use the Drop down arrows to make another selection.</p> <p><b>Create New Document</b></p> <p>* = Required Fields</p> <table><tr><td>Contract Number</td><td>Delivery Order</td><td>CAGE Code / Ext.</td><td>Pay DoDAAC</td></tr><tr><td>F0260101D0002</td><td>5001</td><td>0W282</td><td>M67443</td></tr></table> <p>Search For:</p> <p>Shipment No.</p> <p><input type="checkbox"/> Template</p> <p><input checked="" type="radio"/> Active Documents <input type="radio"/> Archived Documents</p> <p>Select Document to Create: *</p> <p><input type="radio"/> Invoice</p> <p><input type="radio"/> Invoice as 2-in-1 (Services Only)</p> <p><input type="radio"/> Construction Payment Invoice</p> <p><input type="radio"/> Commercial Item Financing</p> <p><input type="radio"/> Performance Based Payment</p> <p><input type="radio"/> Progress Payment</p> <p><input checked="" type="radio"/> Receiving Report      Inspection: <input type="text" value="Destination"/>      Acceptance: <input type="text" value="Destination"/>      <input checked="" type="checkbox"/> From Invoice</p> <p><input type="radio"/> Invoice and Receiving Report (Combo)</p> <p><input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)</p> <p><input type="radio"/> Grant and Cooperative Agreement Voucher</p> <p><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p> <p><b>Reference:</b></p> <p><i>It is important to review your contract to identify the Inspection/Acceptance points: <u>FAR 46.503 PLACE OF ACCEPTANCE</u></i></p> <p><u>SOURCE</u> Inspection or Acceptance points identifies government quality assurance is performed <b>prior</b> to product shipment.</p> <p><u>DESTINATION</u> Inspection or Acceptance points identifies government quality assurance is performed <b>after</b> product shipment.</p> <p><b><i>“Other” permits the receipt of items at a location other than Source or Destination. (example: a third party location as listed on the contract). The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.</i></b></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	F0260101D0002	5001	0W282	M67443
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
F0260101D0002	5001	0W282	M67443						
11	Click the checkbox next to <b>From Invoice</b> .								

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# Creating a Receiving Report from an Invoice Template, Continued

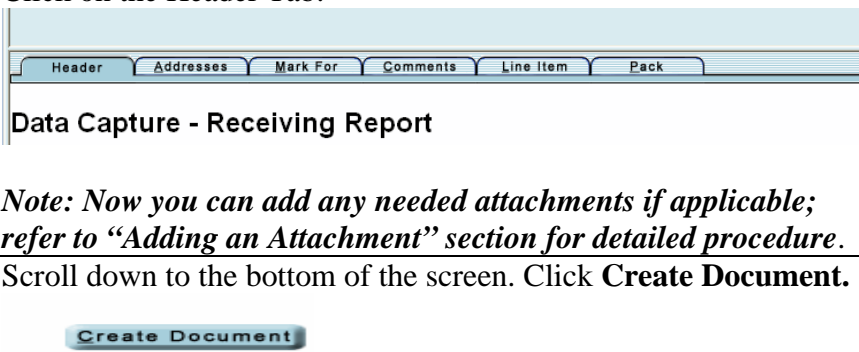

## Procedure (continued)

Step	Action
12	Click <b>Continue</b> .
13	<p>Screen will display a pick list of all receiving reports that is associated with the contract number. Select the radio button of the document you would like to retrieve.</p> 
14	<p>Notice the Shipment Nbr and Date and Invoice Nbr and Date are pre-populated.</p> 
15	Review all tabs for accuracy.

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# Creating a Receiving Report from an Invoice Template, Continued

## Procedure (continued)

Step	Action
16	<p>Click on the Header Tab.</p>  <p><b>Data Capture - Receiving Report</b></p> <p><i>Note: Now you can add any needed attachments if applicable; refer to “Adding an Attachment” section for detailed procedure.</i></p> <p>Scroll down to the bottom of the screen. Click <b>Create Document</b>.</p>
	<p>Scroll down to the bottom of the screen. Click <b>Submit</b> button.</p> 
17	<p>Confirm that you have received a message that your document has been created successfully.</p> <p><i>Note: You have the capability to send more emails to users who are not in the workflow. Refer to “Add Additional Emails” section for detailed procedures.</i></p>